

LINE BY LINE INSTRUCTIONS FOR TIP PROJECT SUBMITTAL FORMS

These instructions should guide users in completing the submittal forms for projects not now in the TIP. These instructions will also be helpful in supplying information to revise existing projects. These forms are necessary to complete the conformity determination for the Transportation Improvement Program for northeastern Illinois.

Several forms may be required to complete TIP submittals:

- The TIP Project Submittal Form includes project identification, project location, project description, anticipated financing, and modeled project information. This form is required for each new project.
- The Map Sheet includes space for project maps, interchange configurations, and additional information. This form is required for each new project.
- The TIP Highway Network Modeling Information Form is used to detail roadway characteristics. This form is required for all modeled highway projects. Several copies of this form may be required for each new modeled highway project.

All of this material is essential to develop the TIP.

NOTES ON THE TIP SUBMITTAL FORMS:

- PROJECT MAPS ARE REQUIRED FOR ALL PROJECTS. All projects are geocoded.
- Please review the instructions for the location information fields carefully.

A. GENERAL INSTRUCTIONS

Do not use a new project form for an existing project.

Do not submit this form for a project already included in the TIP, even if you are adding new line items, phases, or project segments to a project. Rather, mark up a project report from the TIP database or submit the changes electronically. For changes to modeled projects, if you are not the lead agency, contact the lead agency. If you cannot find the project, call the TIP staff.

Do not break up an existing project.

Do not break a project up into separate projects. Rather, use a separate line item with a new segment limit (see financial data instructions). Ideally, for highway projects, the project limits for a project should be the same as those for the design approval for phase I engineering. There should be only one project per design approval. Keeping a project together makes project tracking for conformity determinations, transportation control measures, and financial constraint much easier and will save work making duplicate revisions to multiple projects. Therefore, include all phases, fund sources, work elements, segments, and project elements of a project on a single submittal.

Fiscal Year (FY) Means Federal Fiscal Year (October 1 through September 30).

The TIP shows which projects are approved for federal funding by federal fiscal year. Therefore, if your agency uses a different fiscal year, be sure that your fiscal years are converted to federal fiscal years; failure to do so could cause problems in letting federal projects.

Submit all modeled projects with appropriate data. Doing so will improve the traffic forecasts you or others will use in design. The traffic projections are also included in project development reports for federal-aid projects.

Do not attempt to avoid the conformity process by under-representing the scope of work for the project. Submit all modeled projects. The information used for conformity will be used for our travel demand modeling, which in turn is used for small area traffic forecasts. The forecasts are used in the design and development of traffic improvements, and will be included in the project development reports for those improvements. Better and more thorough TIP submittal information may make the development of traffic forecasts for design happen faster, and will allow CMAP to take advantage of better resource tools.

B. Project Identification

I. Project Identification:

Submittal date:

Check if this is a revision to a previously submitted form: ☐

Submittal date. Complete the date the project is to be submitted to CMAP. For revisions to these forms, submit the date the revision is submitted, not the date of the original submittal.

Check if this is a revision ... Check the box in the right column if you are submitting a revision to a **new** project not yet included in the approved TIP.

Project's Programming Agency

Programming Agency's Project ID (Optional)

Project's Programming Agency. Fill in the lead agency programming the project. If several agencies are working on a project, all programmers should jointly decide which agency should be the lead and submit the project. Valid programming agencies include the regional councils, counties, state agencies, transit agencies, and CMAP. Municipalities are not valid programming agencies, except the City of Chicago.

Programming Agency's Project ID. If your programming agency has its own project IDs, these codes may be included on this line for inclusion in the TIP database. If you include your programming agency's ID code with project submittals, you may print reports with projects sorted by this field.

Contact for this project (Name/Phone):

Contact for this project (Name/Phone). Fill in the name and phone number of the individual to first contact to answer questions about this project. (There is space for transit agencies to submit an additional contact person for modeled projects' service effects later in the form).

Other agencies participating in project:

Other agencies participating in project. If there are agencies besides the lead agency participating in a project, indicate them here. Municipalities may be included here as participating in the project.

C. Project Location

II. [Project Location] or [Service Board/Project Name]	
Name of street or facility to be improved or transit project title:	Marked Route #:

Name of street or facility to be improved or transit project title. Indicate the street or facility name (except for CTA, Metra, and Pace projects (see below)). Reports of projects sorted by location/project title will be sorted first by the marked route (if any) then by the street or facility to be improved or service board/project title.

Special cases: use the following conventions to help us in finding projects:

- (1) Transit service board projects should use the service board name, followed by the service board's project ID (optional for Pace), followed by the project title: "METRA-1528 93RD ST STATION, MED"
- (2) Citywide and villagewide projects, or more generally, projects with various locations within a city or village, must begin with the words "citywide" or "villagewide": CITYWIDE - CHICAGO; VILLAGEWIDE - PARK FOREST.
- (3) Subregional council projects across the subregion should indicate the name of the council: SOUTH COUNCIL.
- (4) Regionwide facilities, or projects with non-specific locations within the region, must begin with the word "regionwide": REGIONWIDE - VARIOUS FREEWAYS.
- (5) Bicycle and pedestrian projects (not part of highway or transit improvements) should begin "BIKE FAC-" or "PED FAC-", followed by the implementing agency and the facility name. For example, "BIKE FAC - DUPAGE FPD - SALT CREEK GREENWAY.

Marked Route #. Indicate the commonly used route number for the road, e.g., I-80; US 52; IL 43. It is very important that routes be indicated, since the report of projects by location begins by marked route number. *Do not use FAU, FAP, or county route numbers in this field.*

Project Limits: 1 st Reference Point (North or West project limit):		
<u>Street/Intersection Name</u>	<u>Marked Route #</u>	<u>County & Municipality</u>

Project Limits: 1st Reference Point (North or West project limit): Street/Intersection Name. For all roadway projects, indicate the cross street at the northernmost or westernmost point of the project (for intersection improvements, interchanges, and bridge projects, indicate the single cross street).

Marked Route #. Indicate the commonly used route number for the first reference cross street, e.g., I-80; US 52; IL 43.

County & Municipality. Indicate the county and municipality of the first reference point. For projects with a first reference point in an unincorporated area, indicate the political township name.

Project Limits: 2nd Reference Point (South or East project limit):

Street/Intersection Name

Marked Route #

County & Municipality

Project Limits: 2nd Reference Point (South or East project limit): Street/Intersection Name. For roadway projects, (except for intersection improvements, interchanges, and bridge projects), indicate the cross street at the southernmost or easternmost point of the project.

Marked Route #. Indicate the commonly used route number for the second reference cross street, e.g., I-80; US 52; IL 43.

County & Municipality. Indicate the county and municipality of the second reference point. For projects with a second reference point in an unincorporated area, indicate the political township name.

Other project location information

Other project location information. Provide any other information necessary to determine the location of the project. Be very brief with this field; space requirements require that many entries in this field be truncated.

D. Project Description

III. Project Description

Work Types: _____, _____, _____, _____, _____, _____, _____, _____

(Include all work types from most dominant to least)

Work Types: Refer to the Work Type Codes List distributed with these instructions. Indicate only the CMAP TIP work type codes for the project. Include as many work types as the project will use, rank in order of most dominant work type to least. Use the best description for the project work; do not include ancillary work types; for example, do not include pavement markings as a work type whenever you program a resurfacing project.

Project Description (optional except for miscellaneous projects - do not repeat work type):

Project Description. Include a very brief description of the project, if necessary, for a better understanding of the project. However, do not repeat information already given by the work type code; e.g., do not indicate "new station" in the project description field when the project work type is C-NEW. Completion of this field is required for the miscellaneous work type codes Z-OTH, Z-OTHEX, and Z-OTHXTST, since these work type codes do not characterize a project very well.

E. Anticipated Financing

GENERAL NOTES:

- (1) Each separate year, fund source, and phase for which funds are sought should be given a separate “line item” in the TIP by completing a line of data on the financial data part of the form.
- (2) Federal dollars and local match are included on the same line, with the fund source indicated as the federal fund source. CMAP staff does not require the source of local match dollars, so long as the total of the local match required is within the limits of the financial capacity of the region. Therefore, do not indicate local match as a line item in the financial data. (However, you must indicate a local or state fund source for regionally significant projects that are not federally funded.)
- (3) Use only valid abbreviations and codes.
- (4) Use the financial data form “project element or segment” field to indicate when a project programmer wishes to split a project into discrete segments or job units.
- (5) Some agencies with large projects spanning many years and using several fund sources will require additional sheets for financial data.

IV. Anticipated Financing		See lists. Attach an additional sheet if necessary.			
Fund Source	Phase (✓ all that apply)	Federal Year (✓ one)	Total Cost (000s)	Fed Cost (000s)	Project Element or Segment
	<input type="checkbox"/> Eng-I <input type="checkbox"/> Eng-II <input type="checkbox"/> Row <input type="checkbox"/> Const <input type="checkbox"/> Eng <input type="checkbox"/> Imp <input type="checkbox"/> MIS/AA	<input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> MYB			

FUND SOURCE. Refer to the Fund Source Codes List distributed with these instructions. Do not include any new fund sources without first consulting TIP staff.

PHASE. Indicate which phase of the project is being financed with the indicated fund source for the indicated federal fiscal year. Note that if more than one phase is indicated, the reports and the database will indicate “Implementation” as the phase.

FEDERAL YEAR. Indicate the federal fiscal year for which funds are being programmed. We are programming a six-year TIP; any project phases expected to be implemented after federal fiscal year 2012 are in the unconstrained MYB (multi-year b-list) program. Also indicate MYB for any project for which a fund source has not been determined. Federal fiscal years run from October to September; thus, federal fiscal year 09 runs from October of 2008 through September of 2009. Highway project programmers should use the federal fiscal year that the project is expected to receive federal authorization, since that will indicate how the project fits into the financial constraint of the TIP.

TOTAL COST. Indicate the total cost of the phase/year/fund source, including the local match. Except for I-M and STP-S funds (10% local match) and Safe Routes to School (SR2S) projects and some transit projects (no local match), the total cost should be no less than 1.25 times the federal cost. Show costs to the nearest thousand.

FEDERAL COST. Indicate the federal portion of the cost of the line item. For state or local fund sources, this cost should be zero; for federal fund sources, this cost should be no more than 80% of the total cost, except for I-M, STP-S, and SR2S funds and some transit projects.

PROJECT ELEMENT OR SEGMENT. Indicate the part of the project that this line item is funding, if it is not the whole project; also, use this line item to input identification numbers for individual line items, if your agency uses such an identification system.

F. Modeled Project Information

NOTE: The remaining elements of the TIP project submittal form are to be completed for modeled projects only. Whether a project is modeled is determined by the project's work type: if any of the project's work types are modeled, the project is modeled. On the list of work types, modeled projects are indicated by a (1).

V. Complete for all modeled projects:
If this is a modeled project, what is the scheduled completion year?

If this is a modeled project, what is the scheduled completion year? Indicate the federal fiscal year the project is scheduled for completion. Do not indicate MYB. Use best estimates for large projects. Note: for non-exempt projects, federal regulators may require that future programming decisions be consistent with the year supplied here until the program is re-conformed.

VI. Complete for modeled highway projects only:	
Type of facility (✓ one) <input type="checkbox"/> Surface arterials & collectors <input type="checkbox"/> Controlled access arterials <input type="checkbox"/> Limited access freeways/tollways	Project length (miles to the nearest tenth):

Type of facility. Indicate which type of facility best characterizes the project.

Project length (miles to the nearest tenth). Give the total project length in miles to the nearest tenth of a mile.

VII. Complete for modeled transit projects only:	
Modes served (see list)	Contact name/number for service changes:

Modes served (see list). Refer to the Transit Modes list distributed with these instructions. Indicate what modes are to be served by the project.

Contact name/number for service changes. Indicate the name of the person who will be responsible for providing CMAP staff, upon request, estimated transit fixed route service changes associated with the project, e.g., changes in routes, headways, and hours of operation.

	Number of parking spaces	Price/Unit
Before:		
After:		

Number of parking spaces. Indicate the number of parking spaces provided before and after the project.

Price/Unit. Indicate the price per unit of time; e.g., \$3.00 per day; 25 cents per hour, before and after the project.

ADDITIONAL PROJECT INFORMATION

VIII. Project Map, Interchange Configuration, And Additional Information:

COMPLETE THIS SECTION FOR ALL PROJECTS

- A. Use this space for a rough sketch project location map showing the project limits. If the scope of work changes significantly within those limits, indicate so on a diagram.
- B. If new movements are added to or removed from an interchange, include a diagram showing possible movements before and after the improvement.
- C. For “Various Locations,” show the locations.
- D. Use this space to provide additional project information necessary for understanding this project.

A. Use this space for a rough sketch project location map showing the project limits. A map is essential for modeled projects. Indicate the limits of the project and where the limits of specific types of improvements will be, e.g., if half of the project consists of adding lanes while the remainder of the project is widening and resurfacing, indicate the limits of the different improvements on the map.

A general location map is good; a photocopy of a page of Rand McNally’s ® regional road atlas, for example, showing the project limits and improvement limits (if different), is perfect.

B. If new movements are added to or removed from an interchange, include a diagram showing possible movements before and after the improvement. Use a diagram to show the existing allowed movements (straight, right, left) for each direction and the new movements to be added.

C. Show various locations, if possible.

D. Use this space to provide additional project information necessary for understanding this project. If any other information is required for modeling the project, indicate that information here.

TIP HIGHWAY NETWORK MODELING INFORMATION FORM

This form is to be completed for all modeled highway projects (except projects consisting only of signal interconnects and new/expanded interchanges). The form presents information by *segment*. Each segment has specific limits. The form allows for two segments per form. More than one form may be necessary for some projects.

Each segment should represent a roadway segment, as it will be built with a unique set of characteristics. Very short changes in roadway lanes/widths, e.g., channelization at intersections, are not modeled, so don’t treat such changes as segments. Rather, segments should at least span the distance between two roads functionally classified as collectors.

In addition, do not include segments where roadway characteristics do not change as a result of the project. For conformity data collection purposes, CMAP is chiefly concerned with collecting data about changes in roadway characteristics, since it is the effects of those changes that we must estimate.

SEGMENT LOCATION AND LIMITS

1st Segment: If this improvement is coextensive with the project, check here ☐ and skip to the improvement description:

If a specific single set of highway improvements are programmed for the length of the project, check the box and skip to the improvement description. If there is more than one set of improvements, or a single set of improvements does not extend the length of the project, complete the location information.

Location: Street to be improved: Name:	Marked Route #	
Segment Limits: 1st Reference Point (North or West Limits) Cross Street Name:	Marked Route #	County/City/Village
Segment Limits: 2nd Reference Point (South or East Limits) Cross Street Name:	Marked Route #	County/City/Village

For information on completing the specific location cells, refer to the project submittal form instructions, part C (Project Location) above.

Improvement Description:	Before Improvement:	After Improvement:
Driving lanes, number of:		

Driving lanes, number of. Indicate the number of through traffic lanes before and after the project is constructed, plus any auxiliary lanes (show extent of auxiliary lanes on the maps you provide). Do not include continuous left turn lanes. Do not include parking lanes converted to driving lanes during peak periods.

Average driving lane widths (feet per lane):		
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Average driving lane widths (feet per lane). Indicate the average width, in feet, of the driving lanes, excluding parking lanes with peak period parking restrictions. Two-way left turn lanes should not be included. Include data for before and after the project.

Posted Speed (MPH) <i>Complete for new projects and speed changes</i>		
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Posted speed (MPH)... Indicate the posted speed over the segment before and after the project is constructed. This information is required for new facilities and when posted speeds on existing facilities will change. Otherwise, it is optional.

Signal Interconnect	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Signal Interconnect. Indicate whether the segment has or will have closed loop signal interconnects before and after the project is constructed.

Railroad Grade Separation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Railroad Grade Separation. Indicate whether the segment has or will have a railroad grade separation before and after the project is constructed.

Are trucks prohibited on this road segment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are trucks prohibited on this road segment? Indicate whether trucks are prohibited on the road segment. If trucks are permitted, but only in designated lanes, indicate “no.”

Median or continuous bi-directional left turn lanes, separating left turns from through traffic?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Median or Continuous Bi-Directional Left Turn Lanes... Indicate whether the segment has or will have a median or a continuous bi-directional left turn lane that separates left-turning traffic from through traffic before and after the project.

Will this project change parking conditions or involve a new facility?	<input type="checkbox"/> Yes (Complete Parking Conditions) <input type="checkbox"/> No (Skip Parking Conditions)
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Will this project change parking conditions or involve a new facility? Indicate whether parking conditions will change or if the segment is for a new facility. If “no” skip to the next improvement segment. Otherwise, complete the parking conditions section.

Post-Project Parking Conditions	
In direction from 1st Reference Point to 2nd Reference Point, will there be on-street parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No

In direction from 1st Reference Point to 2nd Reference Point, will there be on-street parking? Traveling from the north/west to the south/east, indicate whether on-street parking will be permitted after the project is completed. (Pre-project information is not required.)

If Yes, indicate peak period parking restriction from 1st Reference Point to 2nd Reference Point	<input type="checkbox"/> A.M. Restricted <input type="checkbox"/> P.M. Restricted <input type="checkbox"/> Both Restricted <input type="checkbox"/> No Peak Restrictions
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If Yes, indicate peak period parking restriction. Indicate, when traveling from north/west to south/east, the existence and peak hour parking restrictions and indicate whether and, if yes, during what weekday time period they are expected after project construction.

In direction from 2 nd Reference Point to 1 st Reference Point, will there be on-street parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, indicate peak period parking restriction.	<input type="checkbox"/> A.M. Restricted <input type="checkbox"/> P.M. Restricted <input type="checkbox"/> Both Restricted <input type="checkbox"/> No Peak Restrictions

In direction from 2nd Reference Point to 1st Reference Point... parking restriction. Complete these two questions as the previous two, except answer these for traveling from south/east to north/west.

Complete additional project segments as necessary, as above.